

EDITED TASK LISTING

CLASS: INSTITUTION ARTIST/FACILITATOR

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Research arts resources/commissions/agencies in the community (e.g., public arts work sites, community needs, additional consultant services, etc.) to recruit artists from the community and find ways the institution/department may utilize or contribute to the community and the arts program using personal expertise, collateral contacts, subcontractors, etc., as needed.
2.	Communicates in a professional and effective manner with others (e.g., administrative/custody/non-custody staff, civic leaders, community groups, etc.) in order to produce positive institution/community relationships and solicit support for a Fine Arts program in a correctional setting utilizing interpersonal skills, as needed.
3.	Survey the arts needs and resources of administration, institution and community to develop an effective arts program utilizing personal contacts with management, staff, inmates, local art agencies, etc., as needed.
4.	Assess and evaluate the arts needs survey based on available space, assigned art space, scheduling, and security concerns to develop the Institutional Arts Plan (IAP), as needed.
5.	Produce an annual IAP, which determines the scope, range, and subject matter of an institution fine arts program utilizing collateral contacts, subcontractors, institution characteristics, available space, budget allotment, etc. as needed.
6.	Develop budgets based on contracted program services and General Fund allocation and utilized monthly/quarterly tracking tools to monitor expenditures per the IAP, as needed.
7.	Develop, implement, and interpret departmental policies and procedures for the function of the Arts In Corrections (AIC) program within the institution utilizing California Code of Regulations (CCR) Title 15 and institutional operations procedures, as needed.

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8.	Develop, monitor, and evaluate arts instructional curricula to produce an effective program for inmates utilizing the IAP, institutional programming curriculum guides, personal expertise, etc., as required to meet the conditions of program services.
9.	Research and write grant proposals or solicit donations to obtain additional resources to enhance institutional programming utilizing grant writers, personal expertise, additional community resources, etc., as needed.
10.	Write contract requests and establish work criteria for the hiring of arts professionals (Artists) who are suitable to work in a correctional environment to enhance the arts program utilizing the Fine Arts Services Provider (Contractor), Service and Expense Contract process and/or site agreements as specified in the IAP.
11.	Arrange clearances and provide escorts for guests, new artists, and performers; and monitor contracted services to enhance program needs, etc., in compliance with safety and security procedures of the institution utilizing CCR Title 15, institutional operations procedures, etc., as needed.
12.	Monitor and supervise contracted Artists by evaluating performance of Artist, monitoring In-Service Training (IST), providing additional training (on-job-training), and meeting other contract requirements utilizing the contract, Evaluative Report, etc., as directed by institutional operations procedures.
13.	Hire, train, and supervise (e.g., timecards, payroll, evaluations, etc.) inmate work crews for the creation of art products, institutional beautification, community service projects, and charitable fundraising and to assist as an instructional aide to the Institution Artist/Facilitator (IAF) and subcontracted Artists utilizing inmate job descriptions, inmate records to determine employment eligibility, report writing skills, etc., as determined by the Inmate Work Training Incentive Program (IWTIP).

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14.	Manage inmate recruitment, enrollment, and attendance for the operation of the leisure time program/classes utilizing institutional inmate movement procedures (e.g., class/waiting list, ducats, passes, out counts, early release, etc.), class attendance sheets, inmate records to determine enrollment eligibility, etc., as determined by AIC/institutional operations procedures.
15.	Monitor the conduct of inmates and others participating/observing the AIC program to maintain security of work areas in the performance of daily activities to prevent escape or injury by inmates to themselves, others, or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings, various alarm systems, training, etc.) as directed by departmental policy.
16.	Establish a security system for equipment, materials, supplies, and art products (e.g., computers, software, audio/video equipment, power tools, program records, musical instruments, etc.) to provide a safe and secure environment as directed by the institution tool control and property procedures.
17.	Maintain, repair and/or replace inventory of materials/supplies/equipment to produce an effective arts program utilizing vendor bids, service contracts, etc., as defined by the IAP, department procurement process, and institutional safety and security procedures.
18.	Maintain documentation, placement, and inventory of arts products created by inmates and/or Artists in the program for Public Arts projects, exhibitions, performances, and events within the institution/facility, local community, and tax supported agencies utilizing multi-media equipment (e.g., cameras, audio recorders, etc.), publications, etc., as required.

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19.	Analyze artistic merit and appropriateness of artwork, written work, song, music, and theater productions for inmate program development and public access utilizing the protocol for the departmental approval as directed by CCR Title 15.
20.	Participate in interviews with media and provides staff opportunities to view artwork, attend performances and/or share in a creative experience regarding the AIC program utilizing CCR Title 15 and institutional operations procedures, as needed and/or required.
21.	Maintain professional growth through active involvement in area(s) of art expertise to maintain an awareness of current aesthetics and trends in the arts community, utilizing studio activities, exhibitions, publications, conferences, media, etc., as needed.